5 Tips

highlighting:
Perform to Serve

brought to you by OPNAV N16 FIT and the PTS Program

Log into Fleet RIDE to take advantage of these PTS tips.

1. Use the month/year filters to review SEAOS eligible Sailors.
- Under 'Sailors' header, select 'PTS Application Browser'.
- The default setting shows Sailors within the 15-6 month SEAOS window.
- To see only current processing month's applications, set both month/year filters to the current processing month and year.

2. Submit an 'Initial – Action Required' application.
- Under 'Sailors', select 'PTS Application Browser'.
- Under 'STATUS', click the magnifying glass.
- Select 'Initial – Action Required'.
- Click 'Select'.
- System will update with Initial – Action Required applications only.
- Highlight one Sailor.
- Click 'Application Details' on the left.
- Fill in applicable and/or required fields.
- Certify the application by clicking in the box at the bottom of the screen.
- Click 'Submit'.

3. Submit a 'Saved – Action Required' application.
- Under 'Sailors', select 'PTS Application Browser'.
- Under 'STATUS', click the magnifying glass.
- Select 'Saved – Action Required'.
- Click 'Select'.
- System will update with Initial – Action Required applications only.
- Highlight one Sailor.
- Click 'PTS Application' on the left.
- Review information and update as necessary.
- Certify the application by clicking in the box at the bottom of the page.
- Click 'Submit'.

4. Submit an application for PRD, EAOS or other Special Circumstance.
- Under 'Sailors', select 'Sailor Browser'.
- Enter Sailor's SSN or Full Name (Last, First).
- Click 'LIST'.
- Click 'Edit'.
- Fill in required fields if not already qualified.
- Click 'Apply PTS' at the bottom of the page.
- Click 'PTS Application' on the left.
- Fill in required fields.
- Certify the application by clicking in the box at the bottom of the page.
- Click 'Submit'.

5. Submit a 'Willing to Convert' or 'Convert Only' application.
- Under 'Sailors', select 'Sailor Browser'.
- Enter Sailor's SSN or Full Name (Last, First).
- Click 'LIST'.
- Click 'Edit'.
- Fill in required fields if not already qualified.
- Click 'Apply PTS' at the bottom the page.
- A screen will appear that displays ratings the Sailor is qualified for that have quotas for the Sailor's specific year group.
- Click 'PTS Application' on the left.
- Fill in required fields (clicking in the 'Willing to Convert' box or the 'Convert Only' box will activate the conversion selection boxes.)
- The system will refresh. Select ratings in "CONVERSION CHOICES" as 1st, 2nd and 3rd preference. (Choices displayed are ratings the member is qualified for that also have quotas in the Sailor's year group.)
- Certify the application by clicking in the box at the bottom of the page.
- Click 'Submit'.